

ATTORNEY CHECKLIST

Before you open a new civil case on line

The following cases **should not** be opened on line and must be filed using the procedures listed in the Administrative Guide:

- Motions to Quash Grand Jury Subpoena
 - Qui Tam Actions
 - Sealed Actions
 - Miscellaneous Civil Actions
- Read documentation on Opening a New Civil Action and determine the appropriate division (Buffalo or Rochester) that your case should be opened in.** www.nywd.uscourts.gov
- Prepare documents to file and convert to pdf before beginning your case opening.**
- Initiating Document
 - Civil Cover Sheet
 - Summons(es), if applicable
 - U.S. Marshal Forms, if applicable
 - additional documents to be filed (i.e., Motion to proceed in forma pauperis, Corporate disclosure statement, Motion for TRO, etc.)
- Have a credit card available**
- Open civil case**
- Enter all statistical information
 - Enter all parties in exact order they are listed on initiating document
 - Change the party role to the correct role
 - Create a link for the attorney and party
 - Attorney for plaintiff(s) if a complaint is filed
 - Attorney for defendant(s) if notice of removal is filed
- File initiating document**
- Attach supporting documents (i.e. exhibits) as a separate attachment ****DO NOT attach motions and corporate disclosure statements to your initiating document. They should be filed as a separate entry****
 - Attach a completed and signed civil cover sheet as a separate attachment
 - Attach summons(es) as a separate attachment
 - Attach US Marshal Forms, if applicable, as a separate attachment

- ❑ **File any additional documents using the appropriate events**
 - **i.e., motions, corporate disclosure statements, etc.**

The Clerks Office will notify you of your Judge assignment by entering the information in CM/ECF. You will receive your notification by email.

**IF YOU ARE FILING A MOTION FOR A TEMPORARY RESTRAINING ORDER,
PLEASE CONTACT THE CLERKS OFFICE UPON FILING YOUR CASE.**

BUFFALO CASES: 716-551-4211 ROCHESTER CASES: 585-613-4000